

Conference Checklist

The Contest Chair (CC) can be the Club President or VPE, Area Governor, or Division Governor, LGET or any Toastmaster who is given this responsibility.

Please use as a guide and personalise to suit your conference.

| Activity | | Completed | | |
|----------|--|-----------|------|------|
| | | Who | Date | Done |
| | Create Conference Committee | | | ✓ |
| | Contact Club Presidents or Area Governors; invite to be member of team or send deputy | CC | | |
| | Call first meeting; discuss dates, venues, timing, agenda, budget | CC | | |
| | Decide on what Clubs are responsible for, e.g. contests, raffles, etc. | CC | | |
| | Circulate minutes of meeting to all | Sec | | |
| | Ask Clubs for email contact details for all members | Sec | | |
| | Venue Details | | | |
| 1. | Confirm venue availability and facilities, e.g. screen, microphones, etc. | CC | | |
| 2. | Inspect and book/pay deposit | | | |
| 3. | Confirm catering if venue providing | | | |
| 4. | Note date for final numbers - need this to create RSVP date for flyer ,etc. | | | |
| 5. | Confirm final numbers to venue by agreed date | | | |
| 6. | View room, determine set-up/flow of conference, speaking area for contestants/ Governor/ Contest Chair/ Sergeant-at-Arms | CC | | |
| | Catering - if external | | | |
| 7. | Confirm menu and prices, caterer name and contact details | CC | | |
| 8. | Note pick-up and payment details required | | | |
| | Costing | | | |
| 9. | Costing for conference prepared - allow for non-paying guests/Judges | admin | | |
| 10. | Have full-day and half-day prices | | | |
| | Choose Chief Judge (CJ) | CC | | |
| 11. | Appoint Judges. Except for Club level, Judges must have completed at least six projects from <i>Competent Communication</i> manual | CJ | | |
| 12. | Appoint Tiebreaking Judge | CJ | | |
| 13. | Appoint Ballot Counters, Timers and Tiebreaking Judge | CJ | | |
| 14. | Appoint Assistant Chief Judge to brief Ballot Counters, Timers and Sergeants-at-Arms | CJ | | |
| 15. | Email role description documents to relevant members ie Assistant Chief Judge, Judge, Ballot Counter, Timer, SAA | CJ | | |
| 16. | Ensure contest officials know of briefing times and expectations for day of contest | CJ | | |
| 17. | Brief Judges | CJ | | |
| 18. | Provide a stopwatch and signalling device to Timers | CJ | | |
| 19. | When Judges confirmed/ agenda known, confirm details in writing | CJ | | |
| 20. | Make up folders for Chief Judge, Assistant Chief Judge, Judges, Tiebreaking Judge, Ballot Counters, Timers and Sergeants-at-Arms. See appendix 5 for list of folder contents | CJ | | |
| | Contest Toastmasters | | | |
| 21. | Recruit a Contest Toastmaster for each contest | CC | | |
| 22. | Make up folders for Contest Toastmasters and ensure they understand their role. See appendix 5 for list of folder contents | CC | | |

| Activity | | Completed | | |
|--|--|-----------|------|------|
| | | Who | Date | Done |
| 23. | Email role description document to Contest Toastmasters | CC | | |
| 24. | Email scripts to Contest Toastmasters for them to become familiar with ie <i>Introducing a Contest</i> script, <i>Contestant Briefing</i> script and <i>Contest Toastmaster</i> script | CC | | |
| Guest Speaker/Educational Session | | | | |
| 25. | Invite and confirm guest speaker/educational session presenter | CC | | |
| 26. | Invite and confirm test speaker for the Evaluation contest | CC | | |
| Registrations | | | | |
| 27. | Determine who will be responsible for registrations. Brief them on costing details (full/half day, guests, payment methods), RSVP deadlines | | | |
| 28. | Create sign-in sheets, listed alphabetically by either first or surname | | | |
| Marketing: Flyers, registration forms and formal agenda | | | | |
| 29. | Create marketing campaign of regular updates/ teasers/ info; create a feeling of excitement; theme; promote guest speaker as drawcard | admin | | |
| 30. | Create marketing flyer and send to all Clubs; post on District website | admin | | |
| 31. | Create and send registration form to all Clubs and contestants | admin | | |
| 32. | Create formal agenda for distribution to Clubs and contestants, Chief Judge and Contest Toastmasters | admin | | |
| 33. | Create conference booklet with reports from Council members | admin | | |
| 34. | Organise Club/ Area/ Division banners for display | | | |
| Contestants | | | | |
| 35. | Have <i>Speaker's Certification of Eligibility and Originality</i> forms – available from TI website (Item 1183) | CC | | |
| 36. | Write/ email contestants; congratulate; send <i>Speaker's Certification of Eligibility and Originality</i> forms and registration details and agenda | CC | | |
| 37. | Ensure contestants (and alternate contestants) know where and when contest will be held | CC | | |
| 38. | Verify eligibility of contestants by email to speechcontests@toastmasters.org | CC | | |
| Council Meeting | | | | |
| 39. | Send Council members info on Council Meeting and proxy forms (at District convention only), plus their participation required, i.e. submit reports | sec | | |
| 40. | Determine Council Meeting time and format | CC | | |
| 41. | Invite/ work with Parliamentarian on Council Meeting procedure/ protocol | CC | | |
| Raffles | | | | |
| 42. | Raffle team collects prizes | Raffle | | |
| 43. | Purchase raffle ticket books | | | |
| 44. | Organise raffle ticket sellers on day | | | |
| 45. | Display raffle prizes near registration desk to encourage more sales | | | |
| 46. | Organise way of drawing raffle winners efficiently, rather than drawing one winner at a time from audience | | | |
| Photographer; other helpers | | | | |
| 47. | Confirm photographer, videographer (if desired), contest Sergeant-at-Arms, audio/ visual Sergeant-at-Arms, registrars, calligrapher, audio visual/ sound system (if necessary), etc. | CC | | |
| 48. | Ensure photographer knows that photographs may not be taken during contests | CC | | |
| 49. | Create a dignitary list. (The test speaker is introduced only at the end of the Evaluation contest) | CC | | |

| Activity | | Completed | | |
|----------|---|-----------|------|------|
| | | Who | Date | Done |
| | <i>Trophies and Certificates</i> | | | |
| 50. | Contact previous year's winners; remind to return perpetual trophies | CC | | |
| 51. | Choose and purchase trophies for four contests | CC | | |
| 52. | Place-getter certificates available from TI website (Clubs provide own) | LGET | | |
| 53. | Certificates of participation available from TI website(Clubs provide own) | LGET | | |
| 54. | Certificates of appreciation for Contest Toastmasters/ Judges/ test speaker, plus any others to thank | CC | | |
| | <i>Contest Forms</i> | | | |
| 55. | <i>Judges Guide and Ballot</i> for each contest per number of judges | CJ | | |
| 56. | <i>Tiebreaking Judges Guide and Ballot</i> for each contest | CJ | | |
| 57. | <i>Judges Eligibility and Code of Ethics</i> for each judge | CJ | | |
| 58. | <i>Time Record Sheet</i> available from TI website Item 1175 | CJ | | |
| 59. | <i>Counter's Tally Sheet</i> available from TI website Item 1176 | CJ | | |
| 60. | <i>Certificates of Participation</i> for each contestant | | | |
| 61. | <i>Place getter certificates</i> for each contest | | | |
| | <i>Gifts for Judges and Speakers</i> | | | |
| 62. | Purchase gifts - Judges, test speaker, guest presenter, M.C. Others: Conference Toastmasters, Conference Sergeant-at-Arms | CC | | |
| | <i>Printing</i> | | | |
| 63. | Organise by whom and how conference booklet will be printed (NB: your local MP will often use their allowance for community groups that need printing. On large runs, perhaps offer to provide ream of paper. Create booklet double-sided) | CC | | |
| 64. | Advise Club Presidents or Area Governors of report deadline for conference booklet | CC | | |
| 65. | Allow time for printing and collating of conference booklet | | | |
| 66. | Print signs as needed, e.g. arrows, "Reserved", briefing areas. Laminate as considered necessary | | | |
| | <i>Administration</i> | | | |
| 67. | Have run-sheet for the day of the conference, item-by-item, by person, by time allowed | CC | | |
| | <i>Day Before</i> | | | |
| 68. | Check all details with venue | CC | | |
| 69. | Check all details with team: Certificates of participation/ appreciation, trophies, dignitary list | CC | | |
| 70. | Check details with Chief Judge, folders for Judges and contest officials, timing lights, timing cards, stopwatch, participation and place-getter certificates | CC | | |
| 71. | Check, check and triple check all details; walk through in your mind step-by-step details of conference; jot notes on areas to check | | | |
| 72. | Check registrars have sign-in sheet, know who pays, float, etc. | | | |
| 73. | Have a contact phone list of speakers, Judges, guests, contest officials, Contest Toastmasters | | | |
| 74. | Audio visual/ sound system (if necessary) | | | |
| | <i>On the Day</i> | | | |
| 75. | Arrive early for set up | | | |
| 76. | Allow Contest Toastmaster and contest Sergeant-at-Arms to perform their roles and run the contest | | | |
| 77. | Seating arrangement checked, signs in place, e.g. arrows, "Reserved", | | | |

| Activity | | Completed | | |
|----------|---|-----------|------|------|
| | | Who | Date | Done |
| | registration table set up (including pens, name tags or stickers), conference booklets | | | |
| 78. | Club/ Area/ Division banners for display | | | |
| 79. | Check lectern to be on the opposite side of the stage from where the contestants will enter, gavel | | | |
| 80. | Focus on Area or Division Council Meeting - then enjoy rest of conference | | | |